

Sanitized - Approved For Release : CIA-RDP70-00211R000100460006-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Records Management Staff
ATTN : [REDACTED] 25X1A9a

DATE: 13 May 1957

FROM : Records Management Officer, OSI

SUBJECT: Propose Change of Disposition Instructions for Divisions and
Branch Subject Files

1. As a result of our recent discussion and a survey made within this office, it is requested that the disposition instructions reflected on OSI Records Control Schedule No. 21-56 for Division subject files be reviewed by your staff and that action be taken to obtain the approval of Congress for the proposed change as reflected below:

Present Instructions

Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 2 years and transfer to Records Center.

Proposed Instructions

Temporary. Destroy after 5 years. Cut off at end of each calendar year; retain in current files area for 2 years and transfer to Records Center. Material essential to the permanent records of the office will be incorporated into the OAD-Office Subject File (Item 1) and transferred to the Records Center for permanent retention.

2. In addition it is requested that the disposition instructions for FSD Branch Subject Files be reviewed and the proposed change be authorized as follows:

Present Instructions

Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 2 years and transfer to Records Center.

Proposed Instructions

Temporary. Destroy after 3 years. Cut off at end

of each calendar year; retain in current files area for 2 years and transfer to Records Center. Material essential to the permanent records of the office will be incorporated into the OAD-Office Subject File (Item 1) and transferred to the Records Center for permanent retention.

3. We would appreciate your action at an early date as we are now in the process of reviewing all items on the present schedule in order to prepare an annual inventory of records and the new schedule for the office.

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File
action taken on 17 Sep 57
by transmittal letter when
OSI's revised schedules were
approved and returned for
application.

*Case File
Disp*

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File

Follow-up 5/27

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Records Management Staff

Mr. [REDACTED]

Records Management Officer, OSI

Propose Change of Disposition Instructions for Divisions and Branch Subject Files

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